



# EASTON POLICE DEPARTMENT

## FREEDOM OF INFORMATION ACT REQUEST



The Connecticut Freedom of Information Act (FOIA) gives you the right to request and obtain records of public agencies within certain limitations. You may request records that are not already available on the internet through the Town of Easton website. The Town has no obligation to and may not perform analytical work, studies, investigations, calculations, program reviews or create any special/customized document/materials or retrieval in response to a FOIA request. Only public documents/records that currently exist are subject to the law. There is an established retention schedule for all Town Records per the Connecticut State Library. Records that have exceeded the required retention may no longer be available.

### **FOIA Request:**

To make a request under the Freedom of Information Act (FOIA), please review our guidelines and FOIA Request Form. Anyone may request public records, and a purpose does not need to be stated. There are no restrictions on the use of the records. The allotted initial response time for Connecticut open records requests is four days for the agency to acknowledge receipt of the request. The FOIA request to the Easton Police Department should be in writing, detailing the type, subject matter, date(s) of the records requested and format to receive document(s). Authorizations and/or other documentation should be attached if needed. You may pick up an FOIA Request Form at the Easton Police Department or on the Town of Easton website [www.eastonct.gov](http://www.eastonct.gov).

### **FOIA Fees (See Summary of Charges):**

Please be advised that you or your designated representative will be offered the opportunity to review responsive documents or materials at no charge. However, there will be charges associated with allowing you to electronically scan materials and/or providing you with your own copies of materials to accommodate your request. The fees will be charged in accordance with Connecticut General Statutes (CGS §1-212), FOI Commission and Town of Easton Policies. FOI charges will not supersede allowable fees. The Town is entitled to require prepayment of fees of ten dollars (\$10.00) or more in accordance with Connecticut Statute (CGS §1-212(c)). Requester will be advised in writing of cost to provide information prior to request being fulfilled by the Easton Police Department. A brief summary of charges for fulfilling FOIA requests is attached.

### **To Submit FOIA Request:**

Completed forms may be submitted to the Easton Police Department in person, by mail (700 Morehouse Road, Easton, CT 06612), or email to [efox@eastonctpolice.com](mailto:efox@eastonctpolice.com). Please note that your request is also a public record and subject to disclosure.

### Summary of Charges:

A.	To review existing records (No scanning, copying, imaging)	No Charge
B.	To discuss existing records	No Charge
C.	A copy of an existing record, non-certified pages [CGS 1-212(2) <i>Two sided documents are two pages.</i>	\$ .50 *
D.	Use of a any “hand-held scanner” (or similar hand-held device) by the public to make copies/images of documents	\$20.00/day
E.	To certify a document [CGS 1-212€] or any fact appearing therefrom	1 <sup>st</sup> page: \$1.00 and each add'l
F.	Maps, surveys, or records [CGS§1-212(b)(2)(3)] <ul style="list-style-type: none"> <li>• A copy of plans or a Mylar® not recorded per sheet [CGS§1-12(2)]</li> <li>• A copy of a recorded Mylar per sheet</li> <li>• A photocopy or reproducible copy of a document by an outside vendor</li> </ul>	Varies by size and b/w vs color Actual Vendor Cost
G.	A record or report from a standardly available computer run – per page (existing report option)  (NOTE: does not include special programming, reformatting, or	\$.50
H.	Computer formatting and/or programming to produce a specialized or custom report [CGS§1-212(b)(1)]	Actual salary-rate/hour of Town staff (plus \$.50 per page) or actual cost of outside vendor and/or materials to fulfill request
I.	Computerized information stored with our outside vendors which the Town must pay for, if obtained, to honor the request	Actual vendor cost and materials to fulfill request
J.	Copies of Town data available on separate electronic media [CGS§1-212(b)(3)]	Actual Cost of Electronic Media
K.	Board and Commission Members requesting copies of documents specifically relevant to the current activities of the Board or Commission for the purpose of working in conjunction on the same issue	No Charge
L.	Public request for hard copies of Board, Commission and Committee agendas, minutes, and notices by standard USPS surface mail	Actual postage cost to mail and \$.50 per page
M.	E-mails or agendas, minutes and notices created for Town business that are already archived in electronic form, if available per Connecticut State Library Records Division Guidelines	No Charge – You must retrieve from Town website



## EASTON POLICE DEPARTMENT

P.O. Box 7  
700 Morehouse Road  
Easton, CT 06612  
(203) 268-4111

### FOIA REQUEST FORM

DATE: \_\_\_\_\_

#### REQUESTOR'S INFORMATION:

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Please list/describe the document(s) you are requesting. Please be specific, i.e. include date range and as much detailed information you can provide:**

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RECEIPT OF DOCUMENT(S): \_\_\_\_\_ PICK-UP, \_\_\_\_\_ EMAIL, OR \_\_\_\_\_ MAIL

- I agree to pay such fees and costs per FOIA Fees prior to the release of documents to me.
- I understand incidents containing audio, video, or photos, may be purchased on a Flash Drive for an additional cost of \$5.00.
- I agree to pay for postage if I request documents mailed to me.

\_\_\_\_\_  
SIGNATURE OF REQUESTOR

#### *Department Use Only:*

Date FOIA Received: \_\_\_\_\_ Date FOIA Completed: \_\_\_\_\_  
Date of Initial Response: \_\_\_\_\_ Date Request Picked-up/Mailed, Sent: \_\_\_\_\_

Total # of pages: \_\_\_\_\_ = \$ \_\_\_\_\_ flash drive: \$ \_\_\_\_\_ Postage: \$ \_\_\_\_\_ Total Cost: \$ \_\_\_\_\_

CASH: \_\_\_\_\_ CHECK #: \_\_\_\_\_